

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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<http://www.mt.blm.gov/>

In Reply To:

1530 (DG.935) P

November 23, 2004

EMAIL TRANSMISSION - 11/23/2004
Instruction Memorandum No. MT-2005-007
Expires: 9/30/06

To: Field Managers and Administrative Officers
Attention: Zoned Property Managers

From: Deputy State Director, Division of Support Services

Subject: FY 2005 Real Property Inventory

DD: 05/01/2005

Each Bureau of Land Management office has the responsibility for performing an annual Real Property (RP) inventory for those sites within their accountability. Attached is IM No. BC-2005-003 describing procedures and requirements for completion of the FY 2005 RP inventory and certification (see Attachment 1). Attachment 2 specifies the responsibilities of those employees who need to be involved, while Attachment 3 defines the procedures for conducting the inventory. Attachment 5 is a list of the current RP sites that must be inventoried and certified on Attachment 4. The RP capitalization threshold changed to \$100,000 per item, effective October 1, 2003. Any RP assets acquired after this date should be added to the inventory if the acquisition cost was greater than \$100,000.

Please complete the inventory for those sites within your office's area of responsibility and submit to (MT935) Branch of Business and Fiscal Services for review and consolidation. All supporting documents for data corrections, additions, disposals, and the inventory certification must accompany the inventory and be received at the Montana State Office by May 1, 2005. As stated in the attachment, the inventory can be completed and submitted as soon as you receive this memorandum.

If you have any questions, please contact Dotti Green, at (406) 896-5199.

Signed by: Sandra S. Brooks, Acting

Authenticated by: Jennifer C. McKinley, (MT-935)

4 Attachments:

- 1-IM No. BC-2005-003 (2 pp)
- 2-Real Property Inventory Responsibilities (2 pp)
- 3-Procedures and Steps for Conducting Real Property Inventories (2 pp)
- 4-Real Property Inventory Certification (1 p)
- 5-Real Property Inventory Facility Outline (1 p)



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

November 10, 2004

In Reply Refer To:
1530 (BC-653) P

EMS TRANSMISSION

Instruction Memorandum No. BC-2005-003

Expires: 9/30/2006

To: All Field Officials
Attn: State and Field Office Property Managers

From: Director, National Business Center

Subject: FY 2005 Real Property Inventory and Certification Due Date: 05-13-05

Program Area: Real Property Management

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2005 Real Property inventory and certification process.

Policy/Action: All Bureau of Land Management (BLM) offices that have accountability for real property assets must conduct their FY 2005 Real Property inventory. This inventory should be accomplished utilizing information found in the FA300, Real Property Management Inventory report. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting real property inventories. Real Property inventories must be certified using Attachment 3, Real Property Inventory Certification. The Real Property capitalization threshold changed to \$100,000 per item effective October 1, 2003. Assets acquired after this date should be held to this new threshold for capitalization purposes.

Timeframe: This IM is effective upon receipt. All supporting documents for data corrections, additions, disposals, and the inventory certification must be submitted to BC-653, Property Operations Branch, no later than May 13, 2005.

It is important to note that capitalized real property inventories can be completed at any time between now and the due date. BC-653 will accept and validate inventory certifications at any time. There is no reason to wait until spring to complete your inventories if you are able to access your assets now.

Budget Impact: The effect on the budget is minimal.

Background: During the FY 2003 audit, the BLM received a Notice of Finding and Recommendation (NFR) focusing on untimely additions and deletions in Real and Personal Property. This was a repeat finding from the FY 2002 and FY 2001 financial audit. Continued emphasis and attention is needed to ensure timely accounting for all new property assets and the efficient disposal of obsolete assets.

Close coordination among Property Managers/Technicians, Engineers, and Bureau Accountable Officers is required to ensure the effectiveness of the annual inventory. Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to Bureau records are made efficiently. A thorough and complete inventory will help the Bureau maintain its unqualified or "clean" audit opinion for the FY 2005 financial statements audit.

Manual/Handbook Sections Affected: BLM Manual 1530, Real Property Management, and BLM Handbook, H-1530-1, Real Property General Operating Procedures.

Coordination: This document was coordinated with the National Business Center's (NBC's) Financial Programs and Investments Branch (BC-612) and Property Operations Branch (BC-653).

Contact: If there are any questions regarding the inventory or certification process, please contact Andra Gerstenkorn at 303-236-9403 or David Carroll at 303-236-9426.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Terri Jeffries
Staff Assistant

4 Attachments:

- 1 – Real Property Inventory Responsibilities (2 pp)
- 2 – Procedures and Steps for Conducting Real Property Inventories (2 pp)
- 3 – Real Property Inventory Certification (1 p)
- 4 – Real Property Inventory Facility Outline (5 pp)

Distribution

ST-150, BLM Library
BC-653, A. Gerstenkorn

Real Property Inventory Responsibilities

General Responsibilities:

Inventory responsibilities must be shared between field office property management staff, fire/recreation employees as applicable, and engineering personnel.

State Office Property Managers shall:

- Upon receipt of the IM, inform Field Office Managers of timelines for completion to meet the May 13, 2005, deadline.
- Collect the inventory and updates from the field office(s); review, certify, and then forward the completed inventory to NBC for input into the Fixed Asset (FA) Personal/Real Property Management system.

Field Office Managers shall:

- Establish an "Inventory Team" consisting of the Field Office Property Manager, Field Office Engineer, Fire Resource Manager as appropriate, recreation personnel as appropriate, and other personnel as needed to complete the inventory.
- Ensure coordination between engineering personnel, fire resources and recreation employees where applicable, and property management staff.
- Review final supporting documentation for completeness and accuracy, and ensure that the inventory is conducted in a timely manner to meet deadlines set forth by the State Office Property Manager.
- Sign the certification and submit it to the State Office Property Manager by the due date.

Field Office Property Manager shall:

- Coordinate and conduct the Real Property inventory. Work with Engineers and Fire Resource Managers as needed to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of FA300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the State Property Manager.

Field Office Engineer/Fire Resource Manager & Recreation Personnel (as appropriate) shall:

- Cooperate with State and Field Office Property Managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

BC-653 Real Property Staff shall:

- Review the submissions from each State Office and determine what assets need corrective action in the system.
- Monitor the status of all field office property management inventories for the Washington Office and ensure that property management inventories are submitted by field offices.
- Reconcile real property assets with the Bureau General Ledger (GL) control accounts.

Procedures and Steps for Conducting Real Property Inventories

1. Print Real Property inventory records (FA300 Report).

- Go to <http://mis.blm.gov/index.html>
- Choose Property, Space, & Vehicle
- Click on your State
- Scroll down to the FA Real Property Reports
- Choose the FA300 Brio report
- Highlight the location code appropriate for your inventory
- Choose "Click to Select the FA300 Report"
- Print these records for inventory validation

To locate the appropriate locations on the FA300 that your team needs to inventory, please refer to Attachment 4.

2. The inventory team must visit all sites to validate the completeness and accuracy of the Capitalized Real Property Inventory. The physical site makeup must be compared to FA300 inventory information.

3. Look for discrepancies between the FA300 and your own records regarding acquisition costs or descriptions. Suggested changes should be annotated directly on the FA300 report that will be turned into BC-653. While the focus is on current capitalized sites, please consider sites that are not currently in the Real Property Inventory; these sites may also contain new buildings, structures, or improvements that need to be added to the Real Property records based on the \$100,000 per item capitalization threshold. Special attention should also be paid to items that need to be removed from the FA records.

4. Review additions to real property records. Additions over the \$100,000-per-item threshold will require the following supporting documentation:

- o Acquisition Documents
- o Copies of Receiving Reports (with acquisition date information)
- o 1310-11 Completion Form
- o 1530 Property Forms
- o Financial Payment Documents

5. Review deletions from real property records. Items listed on the FA300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification.

6. When the physical inventory is complete, the Field Office Property Manager, the Field Office Engineer, Recreation personnel/Fire Resource Manager when appropriate, and Field Office Manager must sign off on the inventory certification cover sheet (Attachment 3). This certified inventory (annotated FA 300 report) with all supporting documents related to corrections, additions, and/or deletions should then be forwarded to the State Office Property Manager for final certification.

7. The State Office Property Manager should review the inventory for completeness, certify the inventory, and then forward the complete package to BC-653. All corrections, additions, and/or deletions, along with supporting documents, must be forwarded with the inventory and certification.

Note: Information and guidance regarding Real Property policy and procedures can be referenced on the property web site main page,
<http://web.nc.blm.gov/property/realprop/realprop.html>.

Real Property Inventory Certification

Organization Office Location(s): _____

I hereby certify that a physical real property inventory was completed for FY 2004, and that the attached information accurately describes and accounts for the real property assigned to this location.

Field Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Engineer

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Recreation Personnel/Fire Facilities Manager (when appropriate)

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

State Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

CUST ORG	SITE DESCRIPTION	SITE #
MONTANA		
MT010	POMPEY'S PILLAR	R1379
MT020	MILES CITY ADMINISTRATIVE SITE	R0324
MT060	LEWISTOWN FIELD OFFICE	R0305
MT060	JAMES KIPP RECREATION AREA	R1000
MT060	LITTLE ROCKIES FIRE STATION	R1481
MT070	HOLTER LAKE RECREATION SITE	R0734
MT070	DEVIL'S ELBOW RECREATION SITE	R1501
MT100	FT. MISSOULA ADMINISTRATIVE SITE	R0363
MT910	BILLINGS RETARDANT AIR TANKER BASE	R1610